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DD/M&S

73-2429

28 JUN 1973

MEMORANDUM FOR: Inspector General

SUBJECT : Proposed Reorganization of the Office of Security

REFERENCE : Memorandum from the IG to the DD/M&S, dated 30 May 1973, same subject

1. The prompt and thorough review of the Office of Security's proposed reorganization is appreciated. The Office of Security has reviewed your memorandum in light of the objectives they seek to accomplish by the reorganization and have suggested the following observations. These comments are keyed to the paragraphs in your memorandum:

Para. 5:

The Office of Security reduced three supergrade positions as directed by the ADDS on 12 March 1973. An additional supergrade position is recommended for deletion under the proposed reorganization. These four positions represent reduction in total supergrade positions within the Office of Security during the past several months. The Office of Security agrees with your recommendation that the senior grade levels be reviewed by the Personnel Management and Compensation Division. Indeed, they suggest that not only senior grade levels be reviewed, but that the entire reorganization plan be subjected to their scrutiny.

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Para. 6:

On 5 June 1973, in compliance with a DD/S Directive, the Office of Security reduced its 1974 ceiling by positions. This reduction is in addition to the positions recommended for deletion

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25X1 under the current reorganization plan. Within those
[] positions, []
positions were abolished. The Office of Security
believes that after this reduction and the reductions
recommended in the proposed reorganization, a satis-
factory balance in the overall grade structure will
be retained. The Office considers the GS-13 level
25X1 which represents [] positions, to be its journeyman
grade.

Para. 7:

The Office of Security concurs that it would be
unwise to combine in the Computer Security Unit the
Office of Security staff responsibility for computer
security in the Agency with functions in the computer
area which lie beyond its presently assigned responsi-
bilities. They also agree that the suggested title,
Information Handling Security Group is ambiguous and
they have renamed this unit, Information Systems Secu-
rity Group.

Para. 8:

With respect to the TOP SECRET control function,
the Office of Security considered assigning this
activity to the Security Records Division. However,
since new procedures are being considered, regulations
amended, and a totally new approach examined for the
TOP SECRET control function, the Office of Security
believes that it should be assigned to the Information
Systems Security Group, at least for the near term.

Para. 9:

Certification of clearances for Agency employees
visiting other agencies and certifications from
other agencies for their employees visiting CIA
require analysis of security files and professional
judgment. This process is not merely one of record-
keeping. Further, the Certification Section of the
Industrial Certification Branch will be charged with

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a number of similar analysis functions such as Visitor-No Escort badge approvals, overseas approval actions, review of files required for processing alien marriage cases, and other file review actions.

Para. 10:

The proposed reorganization recognizes a need for special support assistance for the field offices. This capability has been provided by a GS-14 Security Officer in the Office of the Chief of Operations, Personnel Security and Investigations Directorate. His basic function will be that of field office coordinator on behalf of the DD/PSI. Thus, the field offices have a direct channel to the DD/PSI through the field office coordinator or the DD/PSI himself. Routine communications to and from the field will flow through the respective branch or division chiefs who will levy requirements upon the field offices. The mechanics of communications with the field are the responsibility of the Security Records Division and are very similar to the functions performed by the Office of Communications and IP/ISD for the DD/O.

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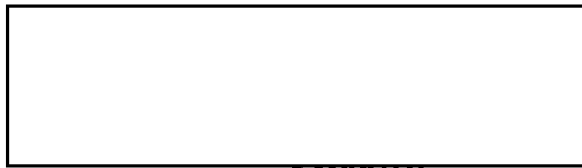
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that certain adjustments will be necessary as experience is gained under the new reorganization. However, we are confident that the reorganization is a substantial improvement on the existing organization and will enable the Office of Security to maintain its high standard of performance and dedicated sense of mission with a very much reduced staff.

3. Any additional comments you would care to make on this subject, would be appreciated.



HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

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1	Executive Secretary, OSI Management Committee	1/23	<i>[Signature]</i>		
2	EA/Mc Colby		<i>[Signature]</i>		
3					
4	Mr. Colby				
5					
6		1/16			
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <p>Attached hereto is our report of survey of the Office of Security.</p> <p>Three copies of the report are being sent directly to the Deputy Director for Management and Services.</p>					
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APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
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Remarks: <p style="text-align: center;">Attached are three copies of our report of survey of the Office of Security.</p>					
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